

**DUTY STATEMENT**  
**STATE TREASURER'S OFFICE**  
**Division: CPCFA**

<b>PART A</b>	
<b>Position No: 345-002-1139-001</b>	<b>Date:</b>
<b>Class: Office Technician (Typing) (Limited Term – 24 Months)</b>	<b>Name: Vacant</b>
Under the general supervision of the Treasury Program Manager II, the Office Technician (OT) will perform clerical support duties for the CA Pollution Control Financing Authority and the CA Industrial Development Financing Advisory Commission (CIDFAC).	
Percentage of time performing duties:	<b>ESSENTIAL FUNCTIONS</b>
45%	Input and update applications, statistical reports, tables and databases; and maintain assignment log using personal computer software package for the Authority's programs.
15%	Type the Authorities' Agendas and staff summaries; coordinate the reproduction, assembly and distribution of the Agendas. Prepare independently, or with minimal direction, the Authorities' resolutions and minutes of meetings. Prepare invoices as required.
10%	Compose and type correspondence of a sensitive nature prepared for the Executive Director, Deputy Executive Director, and Managers of the Authorities. Type and edit for grammatical content and accuracy, correspondence and reports for the Authorities' staff.
10%	Reconcile Authorities' Calstars reports.
10%	Screen telephone calls and direct to appropriate staff person. Distribute mail, email, and fax correspondence to appropriate staff person. Answer inquiries of a sensitive nature that require a knowledge of the California Financing Authorities.
10%	Maintain Authorities' files; provide training for clerical staff and other job-related duties as requested.
<b>NON-ESSENTIAL FUNCTIONS</b>	

## PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

<b>Position No: 345-002-1139-001</b>		<b>Date:</b>			
<b>Class: Office Technician (Typing) (Limited Term – 24 Months)</b>		<b>Name: Vacant</b>			
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
<b>VISION:</b> Reviewing mail; preparing various forms; proofreading documents; receiving visitors					x
<b>HEARING:</b> Answering telephone; receiving and announcing visitors answering inquiries and providing verbal information.					x
<b>SPEAKING:</b> Answering telephone; receiving and announcing visitors answering inquiries and providing verbal information.					x
<b>WALKING:</b> Walking to fileroom, printer, fax machine, copier				x	
<b>SITTING:</b> Sitting at desk answering telephone, sorting mail, performing other clerical typing duties.				x	
<b>STANDING:</b> accessing files; utilizing office equipment (copier, fax, 3-hole punch)			x		
<b>BALANCING:</b>	x				
<b>CONCENTRATING:</b> Answering multiple phone lines; determining needs of callers and providing information; logging mail and determining appropriate recipient; preparing various forms and documents.		x			
<b>COMPREHENSION:</b> Understanding needs of callers; understanding procedures.		x			
<b>WORKING INDEPENDENTLY:</b> Must be able to work alone without much guidance or interaction from other staff at times.			x		
<b>LIFTING UP TO 10 LBS OCCASIONALLY:</b> Assisting with setting up for seminars on an occasional basis; carrying files in boxes for storage		x			
<b>LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:</b>		x			
<b>LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:</b>		x			
<b>FINGERING:</b> Utilizing touch-tone telephone; utilizing a mouse					x
<b>REACHING:</b> Answering telephones; files in cabinets					x
<b>CARRYING:</b> Transporting file boxes; distributing mail					x
<b>CLIMBING:</b>	x				
<b>BENDING AT WAIST:</b>			x		
<b>KNEELING:</b>			x		
<b>PUSHING OR PULLING:</b>	x				
<b>HANDLING:</b> Sorting and distributing mail; typing			x		
<b>DRIVING:</b>	x				
<b>OPERATING EQUIPMENT:</b> Utilizing personal computer, telephone, copy machine, fax machine					x
<b>WORKING INDOORS:</b> Enclosed office environment					x
<b>WORKING OUTDOORS:</b>	x				
<b>WORKING IN CONFINED SPACE:</b> this position occupies a cubicle space with no window					x